

STATE OF MISSOURI  
OFFICE OF ADMINISTRATION  
FACILITY SPECIFICATIONS  
AND  
PROPOSAL FORM

for the

Department of Social Services,  
Division of Youth Services, Day Treatment  
St. Louis City  
St. Louis, Missouri

RFP No. 11501181

This document constitutes a Request for Proposal (RFP)  
including prices from qualified individuals and organizations  
to furnish 7,064 net rentable square feet of leased space, Delmar Blvd. on the north, Jefferson Ave. on the east,  
Hanley Road on the west, and Manchester on the south to Kingshighway to I-44.

A pre-bid conference regarding this bid will be held on December 18, 2001, at 1:30 p.m.  
at the Division of Youth Services office, 6124 Enright, St. Louis, Missouri.  
Attendance at this conference is highly recommended for those who wish to submit a bid.  
Bidders should bring a copy of the specifications as this will be used as the agenda.

Bidders are strongly encouraged to advise the Division of Facilities Management  
at least **five** days prior to a scheduled bid opening or  
conference of any special accommodations needed for disabled persons who  
will be attending the opening or conference so  
accommodations can be made.

All questions regarding this Request for Proposal must be directed to:  
Randall Jenkins, State Leasing Coordinator  
Division of Facilities Management, Facility Leasing Section  
Telephone # (573) 751-1003  
Facsimile # (573) 526-4138

All Proposals must be received no later than 1:30 p.m. on January 23, 2002.

RJ:mav

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BID PACKAGE FOR THE STATE OF MISSOURI

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## ATTACHMENT A

SUMMARY OF CRITICAL INFORMATION

1. Location: Delmar Boulevard on the north, Hanley Road on the west, Jefferson Avenue on the east, Manchester to I-44 on the south.
2. Square Footage Required: 7,064
3. Bid Opening Date: January 23, 2002
4. Bid Surety Amount: \$ 3,532.00 Effective Date: January 23, 2002 to April 23, 2002
5. Performance Surety Amount: \$ 7,064.00
6. Target Date for Completion: June 15, 2002 Target Date for Occupancy: July 1, 2002
7. Term of Lease: 10 years
8. Number of Employees: 15
9. Total Number of Parking Spaces: 25 Number of Accessible Spaces: 2
10. Staff Restrooms: Male 2 Female 2 Unisex
11. Public Restrooms: Male  Female  Unisex 1
12. Showers Male 1 Female 1
13. Number of Hi/Lo Water Coolers: 1
14. Number of Workstations: 35
15. AMP/BTU Data Requirements:

<u>SPACE</u>	<u>EQUIPMENT TYPE</u>	<u>NUMBER</u>	<u>AMPS</u>	<u>BTUs/HR</u>	<u>TOTAL AMPS</u>	<u>TOTAL BTUs/HR</u>
Data/Telecom	Controller/Modem	<u>See</u>	<u>Attached</u>	<u>Power</u>	<u>Requirement</u>	<u>/BTU Sheet</u>
Office	Terminals/Printer	<u>20/5</u>	<u>2.1/6</u>	<u>860/2,456.6</u>	<u>42/30</u>	<u>17,200/12,283</u>
16. Growth will be built out as open space.
17. The Tenant agency will not install systems furniture.
18. Description of Program's use of Space: Hours Facility may be used 24 hours a day  
Number of Clients 15 Peak Periods of Traffic 8:00 a.m. to 5:00 p.m.  
Brief Description Provide education and counseling to troubled youth and families within the city of St. Louis

RFP No. 11501181

ATTACHMENT B

ATTACHMENT C

ADDITIONAL SPECIFICATIONS FOR DAY TREATMENT SPACE

DEPARTMENT OF SOCIAL SERVICES

DIVISION OF YOUTH SERVICES

C-1. ELECTRICAL

C-1.1 Provide dedicated electrical circuits with a 110V duplex receptacle at each workstation, with a maximum of six duplex receptacles per circuit. All open walls of the conference/training room shall be furnished with a dedicated duplex electrical receptacle (maximum six per circuit) for every six lineal feet of wall space. (Ref. C-21.10 and G-2.13.5)

C-1.2 Provide the following for a future CCTV system:

C-1.2.1 An additional general-power duplex receptacle, at 8' AFF, in each classroom, and an additional receptacle at standard height in the Facility Manager's office.

C-1.2.2 Adjacent to the additional receptacle in each classroom, provide a 2" X 4" electrical box with 3/4" conduit running to a 4" X 4" electrical box adjacent to the additional outlet in the Facility Manager's office.

C-1.3 Two 110V duplex electrical receptacles, each on an individual dedicated circuit, for food freezers.

C-1.4 Electrical receptacles for the clothes washer and dryer and non-flammable ductwork from the clothes dryer to the rear exterior of the building must also be provided in the laundry.

C-2. DOORS: All doors must be commercial grade--either solid core, metal or insulated metal.

C-2.1 Locks: Panic hardware locks must be installed on all exterior doors. Locksets must be commercial grade. All exterior doors must be keyed alike. Provide keyed locks on all private office, data/telecommunication (d/t) room, exam room, storage rooms, classrooms, library, observation room and the door between the family therapy and observation rooms. All keyed locks must be keyed different and master-keyed. Furnish two keys to each door and three master keys. Deadbolt locks requiring a key to open both sides are not permitted.

• C-2.2 Provide a remotely operated lock on the door between the reception area and the rest of the facility with the operating button located at the receptionist desk. Provide four keyless, push-button locksets, equal to the Simplex 1000, for use in compartmentalizing access with the facility. (Ref. G-3.1.6)

• C-3. STORAGE ROOM: The 120 square foot storage room must have three tiers of 24" deep shelving along three walls. All shelving must be able to support 25 lb. per cubic foot of dead weight. (Ref. G-3.6)

C-4. WATER HEATER: The water heater for the facility must be a 60-gallon capacity or larger.

• C-5. INSULATION: A minimum of 3-1/2" of insulation must be installed in all interior walls and a minimum of 5-1/2" of insulation must be installed above the ceilings in all rooms.

• C-5.1 The day treatment portion of the facility must be acoustically isolated from the remainder of the facility by a separation wall extending from the floor to the underside of roof decking.

• C-5.2 Classroom wall construction to be concrete block or impact resistant fiber reinforced gypsum wallboard on studs. (Ref. G-3.3)

- C-6. EMPLOYEE ENTRANCE: A lighted separate employee entrance must be located to the rear or side of the facility away from the public entrance. A keyless lock (Simplex L1000 or equivalent) with lock guard and a viewing device or small window.
- C-7. OBSERVATION ROOM: A 3' X 4' transparent mirror with mini-blind on the observation side must be provided between the observation room and the family therapy room, located to allow maximum visibility of the therapy room. A door must also be provided between the two rooms.
- C-8. CHAIR RAIL as per G-3.4.3. In addition, include classroom, dining room and family therapy room.
- C-9. HVAC
- C-9.1 Ventilation as per G-4.1.10. In addition, include family therapy room, classroom, laundry, shower and kitchen.
- C-9.2 The classrooms and library must be on a separate HVAC zone from the remainder of the facility. The kitchen and dining area must also be on a separate HVAC zone. (Ref. G-4.1.4 and G-4.1.5)
- C-10. CABINETRY: All cabinetry and shelving installed in the facility must be suitable for rough service/commercial use and must have heavy-duty hinges. The conference/training room must be provided with 12 LF of floor to ceiling 24" deep cabinets with doors, along one wall. The laundry must be provided with a laundry sink and 6 LF of base cabinets with countertop. The exam room must be provided with 3 LF of lockable base cabinets countertop with a small sink and 3 LF of lockable, 30" overhead cabinets.
- C-11. RECEPTION WINDOW: A 48" X 36" teller type (pass through) glass window above a 16" wide laminate-covered ledge must be installed between the reception area and receptionist. The top of the ledge must be mounted at a height of 36" above finished floor. (Ref. G-3.4) A call button should be provided on the public side of the reception window connected to a buzzer(s) located in the adjacent office spaces.
- C-12. CEILING HEIGHT: The finished ceiling height should be a minimum of 9' above finished floor. (Ref. G-3.4.1)
- C-13. STORAGE AND ACTIVITY AREAS: A separate storage facility of 200 square foot should be provided on the grounds of the facility.
- C-13.1 A one-half length, regulation-size, concrete basketball court with permanently mounted goals at two ends should be provided adjacent to the facility.
- C-13.2 A regulation-size sand volleyball court with permanent poles for net attachment should also be provided on the facility grounds.
- C-13.3 An open green space, a minimum of 2,000 square feet, should be provided on the site for activities.
- C-14. CLASSROOMS
- C-14.1 All classrooms must contain the following new equipment:
  - C-14.1.1 25 LF of heavy-duty, wall mounted shelving, 12" in width.
  - C-14.1.2 Two 4' X 8' tack boards.
  - C-14.1.3 One 4' X 8' green chalkboard.
  - C-14.1.4 50 LF of base cabinets with countertop.

C-15. COMMERCIAL KITCHEN

C-15.1 The commercial kitchen must contain the following new equipment:

- C-15.1.1 35 LF of base and overhead cabinets; overhead cabinets to be 40" high cabinets.
- C-15.1.2 Triple SS sink with commercial garbage disposal, hot and cold water.
- C-15.1.3 A Champion Model U-HB or equal under-counter high temperature dishwasher with built-in booster heater, two dish racks and one open rack.
- C-15.1.4 Commercial hood with automatic fire suppression and exhaust systems meeting local model building code requirements.
- C-15.1.5 One 18 CF refrigerator and one 6', double-door commercial freezer.
- **C-15.1.6 One double-door commercial refrigerator, Hobart Model DA-2 or equal.**

**C-15.1.7 Electrical receptacles for state provided Duke Model HB 5-342CD (receptacle 50 amp, 240V NEMA L14-30) steam table island and microwave oven.**

• C-15.1.8 Commercial cooking range as follows:

Vulcan/Hart six burner, two ovens and grill commercial range or equal  
Six burners - 15,000 Btu total  
Two ovens - 70,000 Btu total  
One grill - 15,000 Btu total

• **C-15.1.9 One commercial deep fryer, Star-Max Model 530 FA or equal.**

• C-15.1.10 One water-cooled under-counter icemaker of 200 lb. capacity, with a minimum hopper size of 100 lb. capacity, Ice-O-Matic Model EUC 205 or equal.

C-16. DATA/TELECOMMUNICATIONS REQUIREMENTS (Ref. G-5)

C-16.1 Data/Telecommunications Room: The Lessor must provide a lockable d/t room to support specific equipment and wiring requirements.

C-16.2 Electrical: To accommodate data, the Lessor must provide two dedicated, non-switched, grounded 110V AC circuit(s) with one duplex receptacle. One of the receptacles must be a NEMA L-5-15R (locking) receptacle. To accommodate telecommunications, the Lessor must provide two dedicated, non-switched, grounded 110V AC circuit(s) with two duplex outlet(s) on each circuit.

C-16.3 Installation: The Lessor will not be responsible for the installation of the d/t nor the required connector and cover. The Lessor should provide covers for any unused d/t boxes. The agency will contract to have the cable/wire pulled and provide termination hardware. (Ref. G-5)

• C-17. SOLID CORE DOORS WITH METAL FRAMES AT CLIENT-TO-WORKER ACCESS (i.e. interview/observation areas, conference rooms, reception areas) must be equipped with keyless locks (Simplex L1000 or equivalent), lock guards and closers.

• C-18. POWER-ASSISTED DOORS must be provided for both doors of an airlock set on one leaf of each pair of doors in an airlock set at the main entry. Power-assisted door(s) must comply with ANSI BHMA A.156.19-1984. Such doors shall not open to back-check faster than three seconds and shall require no more than 15 LBF (66.6N) to stop door movement.

C-19. ONE-TIME PAYMENTS: • Denotes all items to be priced separately as a one-time payment. All bid proposals must include the separate pricing as shown on Attachment D, Section 1.5. Consideration of the cost of the one-time payment(s) will be evaluated during the subjective review of the bid proposals. It will be at the sole discretion of the State of Missouri to proceed with the one-time payment(s) based on programmatic needs, availability of funds and reasonable costs.



ATTACHMENT D

PROPOSAL FORM

**Department of Social Services,**

Division of Youth Services

Day Treatment Space

St. Louis, Missouri

Bid Opening Date:

This Proposal Form must be completed, sealed and received by the Division of Facilities Management no later than 1:30 p.m. on the specified date. All proposals must be mailed or hand carried to:

Division of Facilities Management  
Facility Leasing Section  
3225 West Truman Boulevard, Suite 100  
Jefferson City, Missouri 65109

All proposals will be publicly opened and read at the above time, date and location.

Submitted by: \_\_\_\_\_

Phone Number: (     ) \_\_\_\_\_ Owner/Agent  
Facsimile Number: (     ) \_\_\_\_\_

Address: \_\_\_\_\_

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D-1. The undersigned, having examined and being familiar with local conditions including applicable model building codes, ordinances, requirements, etc., affecting the premises and with all sections and attachments of this specification package issued by the Division of Facilities Management, hereby certifies that, with the exception of any appended variances, the premises meets or will meet all of the above conditions and proposes to furnish the indicated premises for the firm, fixed price per year:

**\* BIDDER SHOULD ENTER AN AMOUNT OR THE WORDS**  
**"NO BID" IN ALL BLANK AREAS PROVIDED**

D-1.1 Base Bid Rental Rate (**Includes Rent Only - Mandatory Entry**):

Price Per Year\* \_\_\_\_\_ Dollars  
(\$ \_\_\_\_\_ )

D-1.2 Additional Amount for Lessor Provided Utilities (**Optional Entry**):

Price Per Year\* \_\_\_\_\_ Dollars  
(\$ \_\_\_\_\_ )

D-1.3 Additional Amount for Lessor Provided Janitorial Services (**Optional Entry**):

Price Per Year\* \_\_\_\_\_ Dollars  
 (\$ \_\_\_\_\_ )

## D-1.4 Selection of D-1.2 \_\_\_\_\_ and/or D-1.3 \_\_\_\_\_ is:

☐ The sole option of the state. ☐ Required by Bidder as part of the proposal.

D-1.5 Additional One-time Payment for Each Attachment C • Item Department of Social Services, Division of Youth Services, Day Treatment (**Mandatory Entry**):

Item #	<u>C-2.2</u>	_____ Dollars	(\$ _____ )
Item #	<u>C-3</u>	_____ Dollars	(\$ _____ )
Item #	<u>C-5</u>	_____ Dollars	(\$ _____ )
Item #	<u>C-5.1</u>	_____ Dollars	(\$ _____ )
Item #	<u>C-5.2</u>	_____ Dollars	(\$ _____ )
Item #	<u>C-6</u>	_____ Dollars	(\$ _____ )
Item #	<u>C-7</u>	_____ Dollars	(\$ _____ )
Item #	<u>C-11</u>	_____ Dollars	(\$ _____ )
Item #	<u>C-13</u>	_____ Dollars	(\$ _____ )
Item #	<u>C-13.1</u>	_____ Dollars	(\$ _____ )
Item #	<u>C-13.2</u>	_____ Dollars	(\$ _____ )
Item #	<u>C-13.3</u>	_____ Dollars	(\$ _____ )
Item #	<u>C-15.1.1</u>	_____ Dollars	(\$ _____ )
Item #	<u>C-15.1.2</u>	_____ Dollars	(\$ _____ )
Item #	<u>C-15.1.3</u>	_____ Dollars	(\$ _____ )
Item #	<u>C-15.1.4</u>	_____ Dollars	(\$ _____ )
Item #	<u>C-15.1.5</u>	_____ Dollars	(\$ _____ )
Item #	<u>C-15.1.6</u>	_____ Dollars	(\$ _____ )
Item #	<u>C-15.1.8</u>	_____ Dollars	(\$ _____ )
Item #	<u>C-15.1.9</u>	_____ Dollars	(\$ _____ )
Item #	<u>C-15.1.10</u>	_____ Dollars	(\$ _____ )

Item # C-17 \_\_\_\_\_ Dollars (\$ \_\_\_\_\_ )

Item # C-18 \_\_\_\_\_ Dollars (\$ \_\_\_\_\_ )

D-2. Minimum Net Rentable Square Footage Offered (**Mandatory Entry**): \* \_\_\_\_\_

D-3. ☐ **Variance(s) Requested**: Check this box if this proposal is contingent upon any variances to provisions of the Specifications and/or Attachment(s). All variances to the Specifications and Attachment(s) must be fully explained on a separate document attached to the completed Proposal Forms. Failure to comply with this requirement may result in disqualification of the proposal or, at the discretion of the state, insistence on full compliance with Specifications.

D-4. A cashier's check or bid bond payable to the State of Missouri as described in Attachment A, Item 4, must accompany this proposal. The Bidder's failure to accept an award based upon the provisions of this proposal will result in forfeiture of surety document.

D-4.1 Failure to provide a cashier's check or bid bond as described above will automatically disqualify the proposal from consideration.

D-4.2 Amount of Cashier's Check or Bid Bond Enclosed:

\_\_\_\_\_ Dollars  
(\$ \_\_\_\_\_ )

D-5. **Specific Site Information**: The Bidder should provide the proposed site address. (If the state has a choice of more than one site, please submit a separate proposal form for each site.)

Address of Proposed Property: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

State Senate District: \_\_\_\_\_ State Representative District: \_\_\_\_\_

D-5.1 The proposed facility is:

- \_\_\_\_\_ (a) an existing structure with renovations  
\_\_\_\_\_ (b) an existing structure with no renovation  
\_\_\_\_\_ (c) an existing structure with an addition  
\_\_\_\_\_ (d) new construction

D-5.2 The proposed premises are currently:

- \_\_\_\_\_ (a) owned by the Bidder  
\_\_\_\_\_ (b) Bidder has a signed option to purchase contract  
\_\_\_\_\_ (c) Bidder is acquiring an option to purchase contract  
\_\_\_\_\_ (d) Bidder has a verbal agreement with the owner  
\_\_\_\_\_ (e) Bidder has no ownership rights or obligations  
\_\_\_\_\_ (f) Broker representing an individual

D-5.3 In order to comply with local zoning requirements, the proposed premises:

- ☐ (a) are zoned correctly  
☐ (b) must be rezoned

D-5.4 The proposed facility would be designed for and occupied by:

- ☐ (a) only the agency(s) specified in this RFP  
☐ (b) the agency(s) specified in this RFP and other state agencies  
☐ (c) the agency(s) specified in this RFP and other non-state organization(s)

D-5.5 The proposed facility is:

- ☐ (a) a single level facility  
☐ (b) a multi-level facility

D-5.6 The proposed premises are:

- ☐ (a) all in one contiguous space  
☐ (b) located on more than one level  
☐ (c) located on one level but different areas, not connected

D-5.7 The exterior of the proposed facility is:

- |                                    |                                     |                                    |
|------------------------------------|-------------------------------------|------------------------------------|
| <input type="checkbox"/> (a) brick | <input type="checkbox"/> (b) block  | <input type="checkbox"/> (c) wood  |
| <input type="checkbox"/> (d) metal | <input type="checkbox"/> (e) drivit | <input type="checkbox"/> (f) other |

D-5.8 The proposed facility's roof is:

- ☐ (a) shingle  
☐ (b) metal  
☐ (c) membrane

D-5.9 The proposed facility's HVAC system is:

- ☐ (a) gas  
☐ (b) electric

D-5.10 The proposed facility's parking lot is:

- ☐ (a) asphalt  
☐ (b) concrete

D-6. Total Parking Spaces Provided: \_\_\_\_\_ # of Handicap Spaces: \_\_\_\_\_

D-7. Construction Time from Notice to Proceed to Completion: \_\_\_\_\_

D-8. In submitting this bid, it is understood that the right is reserved by the Division of Facilities Management, State of Missouri, to reject any and all bids, and it is agreed that the bids will not be withdrawn for a period of 90 days from the specified time for receiving bids.

D-8.1 IF AN INDIVIDUAL:

\_\_\_\_\_  
Name of Individual

\_\_\_\_\_  
Residence Address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Firm Name (if any)

\_\_\_\_\_  
Federal Tax ID # or SSN

\_\_\_\_\_  
Firm Address

\_\_\_\_\_  
Address for Communications

D-8.2 IF A PARTNERSHIP:

\_\_\_\_\_ General\* \_\_\_\_\_ Limited  
(Include names of all)

Name and Residence Address of Partners:

\_\_\_\_\_  
Name of Partnership

\_\_\_\_\_  
Partner

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Partner

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address for Communications

\_\_\_\_\_  
Federal Tax ID # or SSN

\*Include information of all partners by attaching additional pages if necessary.

D-8.3 IF A CORPORATION: (Exact Title)

\_\_\_\_\_  
Name of Corporation

1. Incorporated under the laws of the  
State of \_\_\_\_\_

\_\_\_\_\_  
Name and Title of Officer

2. Registered to do business in Missouri:  
Yes \_\_\_\_\_ No \_\_\_\_\_ (Check one)

\_\_\_\_\_  
Signature of Officer

\_\_\_\_\_  
Federal Tax ID # or SSN

(ATTEST)

\_\_\_\_\_

\_\_\_\_\_  
Address for Communications

\_\_\_\_\_  
Secretary Signature

D-8.4 IF A BROKER REPRESENTING AN INDIVIDUAL:

\_\_\_\_\_  
Name of Broker

\_\_\_\_\_  
Signature of Broker

\_\_\_\_\_

\_\_\_\_\_  
Name of Individual Represented

\_\_\_\_\_  
Residence Address

\_\_\_\_\_  
Signature of Individual Represented

\_\_\_\_\_  
Federal Tax ID # or SSN of Individual  
Represented

(SEAL)

Each Bidder must complete the Proposal Form by signing on the proper signature line above and by supplying the required information called for in connection with the signature. Failure to properly sign the Proposal Form and to provide required information will constitute grounds for non-acceptance of bid.